

Michigan Record Review

***Early On*® Monitoring Standards**

October 2004

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Section 1 – Procedural Safeguards

#	Standard Type	Citation	Standard	Documentation & Verification
1.1	NOTICE & REFERRAL	PSS 340.1921 34 CFR 303.403(a)	Parent was notified of referral for possible <i>Early On</i> services.	<p>Possible answers: Y N</p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> there is evidence that the parent was notified that <i>Early On</i> had received a referral regarding their child/family. <p><i>If there is documentation that-</i></p> <ul style="list-style-type: none"> the family self-referred to <i>Early On</i> or the family had already been notified of the referral by the referral source <p><i>-then this standard may be marked YES.</i></p> <p>POSSIBLE SOURCES: Referral form, referral log, casenotes.</p>
1.2	NOTICE & REFERRAL	PSS 340.1921	Permission for an evaluation was requested within 10 calendar days of the referral.	<p>Possible answers: Y N</p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> there is evidence that permission to evaluate was <u>requested</u> within ten (10) <u>calendar days</u> of the referral date. <p><i>If there is documentation that-</i></p> <ul style="list-style-type: none"> there were exceptional circumstances based on the child's needs or situation that prevented contact within 10 days and permission was subsequently requested and gained <p><i>-then this standard may also be marked YES.</i></p> <p>POSSIBLE SOURCES: Referral form, referral log, notification letter, signed Consent for Evaluation form, casenotes.</p>
1.3	NOTICE & REFERRAL	34 CFR 303.403(b)(3)	Written prior notice of all Procedural Safeguards under Part C was given to this family.	<p>Possible answers: Y N</p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> there is evidence that the family was given a copy of the <i>Early On</i> Procedural Safeguards information. <p>POSSIBLE SOURCES: Signed Consent for Evaluation form, letter accompanying mailed materials, referral log, referral forms, casenotes.</p>

1.4	NOTICE & REFERRAL	PSS 340.1930(a)(1) 34 CFR 303.401(b) 34 CFR 303.403(c)	Notice and information (relevant to <i>Early On</i> activities for which consent is sought) was provided in parent's native language or mode of communication.	<p>Possible answers: Y N</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> there is documentation of the parent's native language or mode of communication and there is evidence that notice and information was provided in the parent's native language or mode of communication. <p>POSSIBLE SOURCES: Referral form, referral log, notification letter, Initial IFSP, casenotes.</p> <p>NOTE: Evidence may include documentation that an interpreter was identified to participate in all parts of the <i>Early On</i> process with the family.</p>
1.5	SURROGACY	PSS 340.1935 (a) 34 CFR 303.406	A surrogate was appointed when the need for one existed.	<p>Possible answers: Y N NA</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> if no parent can be identified or if there is evidence that the biological parents' whereabouts cannot be discovered or if there is evidence that the biological parents' rights have been terminated <p>AND</p> <ul style="list-style-type: none"> there is an "Appointment of Surrogacy" form or other evidence of surrogacy in the file. <p>This standard should be marked NO if</p> <ul style="list-style-type: none"> an "Appointment of Surrogacy" is needed (according to the above criteria) and an "Appointment of Surrogacy" form or other evidence of surrogacy is not in the file or child welfare agency or education personnel or other agency personnel signed for consent for a child to be involved with <i>Early On</i>. <p>This standard may be marked NA if</p> <ul style="list-style-type: none"> A natural parent, adoptive parent, guardian, or person acting as the parent (a grandparent, step-parent who resides with the child) signed for consent for a child to be involved with <i>Early On</i>. <p>POSSIBLE SOURCES: IFSP (addresses/placement information), signatures on forms, referral form, Appointment of Surrogacy form or communication notes from child welfare agency.</p> <p>NOTE: a natural or adoptive parent, guardian, person acting as the parent (a grandparent, step-parent who resides with the child) IS authorized to consent for a</p>

				<p>child to be involved with Early On.</p> <p>When the child is in foster care and parents rights ARE NOT terminated <u>the birth parent must sign</u> the Consent, Authorization to Share, and IFSP forms, except when the biological parents' can not be located or identified).</p> <p>If the parent cannot be identified or located then a foster parent could be appointed as a surrogate.</p>
1.6	CONSENT FOR EVALUATION	PSS 340.1931(a)(1) 34 CFR 303.404 (Note 1) FERPA 99.30(c)	<u>Written</u> consent OR refusal to participate in the <i>Early On</i> eligibility determination process was obtained and dated.	<p>Possible answers: Y N</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> a consent for evaluation form is present in the file and the form is signed and dated and the parent has indicated on the consent to evaluate form that they are <u>either</u> agreeing to or refusing to give consent for the Early On eligibility determination process. <p>POSSIBLE SOURCES: Consent to evaluate form.</p> <p>NOTE: this standard is only addressing written consent; standards assessing whether the content of the form is appropriate follow.</p>
1.7	CONSENT FOR EVALUATION	PSS 340.1931(b) 34 CFR 303.404(b)	The parent was informed that without consent, their child would not receive an evaluation for eligibility, assessment, or services under Part C.	<p>Possible answers: Y N</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> the consent to evaluate form states that without consent, the child will not be evaluated for eligibility for Early On and will therefore <u>not</u> receive any services under Part C of IDEA. <p>POSSIBLE SOURCES: Consent to evaluate form.</p>
1.8	CONSENT FOR EVALUATION	34 CFR 303.404(a)(1) PSS 340.1931(a)(1)	The parent was informed about <i>Early On</i> and their family rights <u>prior</u> to the initial evaluation.	<p>Possible answers: Y N</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> the parent has indicated on a signed consent to evaluate form that they read and understood the Early On Family Guidebook & Early On Family Rights information <u>prior</u> to the evaluation or the parental signature date, on the signed consent to evaluate form, is at least 1 calendar day earlier than the date of the [earliest part of the] evaluation. <p>POSSIBLE SOURCES: Consent to evaluate form, evaluation reports, evaluation dates recorded on IFSP</p>

1.9	CONSENT FOR EVALUATION	PSS 340.1930(a)(1) 34 CFR 303.403(b)	The parent was informed of the purpose of child evaluation/assessment activities.	<p>Possible answers: Y N</p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> the parent has indicated on a signed consent to evaluate form that they read and understood the Early On Family Guidebook or the signed consent to evaluate form describes the purpose of conducting evaluation/assessment activities. <p>POSSIBLE SOURCES: Consent to evaluate form.</p>
1.10	CONSENT FOR EVALUATION	PSS 340.1930(a)(2) 34 CFR 303.403(b) 34 CFR 303.401(a)(2)	The components of the child evaluation/assessment activities were described to the parent.	<p>Possible answers: Y N</p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> the parent has indicated on a signed consent to evaluate form that they read and understood the Early On Family Guidebook or the signed consent to evaluate form describes the components of evaluation/assessment activities. <p>POSSIBLE SOURCES: Consent to evaluate form.</p>
1.11	CONSENT FOR EVALUATION	PSS 340.1930(a)(2)(i)-(ii) 34 CFR 303.403(b)	The parent was informed of their responsibilities in child evaluation/assessment activities.	<p>Possible answers: Y N</p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> the parent has indicated on a signed consent to evaluate form that their responsibilities related to the evaluation/assessment activities were explained to them or the signed consent to evaluate form describes any parent responsibilities related to the evaluation/assessment activities. <p>POSSIBLE SOURCES: Consent to evaluate form.</p>
1.12	FAMILY INTERVIEW	34 CFR 303.322(d)(2) 34 CFR 303.401(3)	The parent was informed that consent to a Family Interview is voluntary.	<p>Possible answers: Y N</p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> the parent has indicated on a signed consent to evaluate form that they understand that the Family Interview is voluntary or the signed consent to evaluate form indicates that participation in Family Interview/interview activities is voluntary. <p>POSSIBLE SOURCES: Consent to evaluate form.</p>

1.13	FAMILY INTERVIEW	34 CFR 303.322(d)(2)	The parent consented to a Family Interview.	<p>Possible answers: Y N</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> the parent has indicated on a consent to evaluate form that they agree to participate in a Family Interview to identify family resources, priorities, and concerns related to supporting the child's growth and learning. <p>POSSIBLE SOURCES: Consent to evaluate form.</p>
1.14	AUTHORIZATION TO SHARE	PSS 340.1931(a)(3) PSS 340.1931(b) 34 CFR 303.401(c) 34 CFR 303.404 (Note 1) FERPA 99.30(c)	<u>Written</u> authorization or refusal to share personally identifiable information was obtained and dated.	<p>Possible answers: Y N</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> an authorization to share personally identifiable information form is present in the file and the form is signed and dated and the parent has indicated on the authorization to share form that they are <u>either</u> agreeing to or refusing to give consent to share personally identifiable information. <p>POSSIBLE SOURCES: Authorization to share personally identifiable information form.</p> <p>NOTE: this Standard only addresses the written authorization to share; Standards for the content of the form follow.</p>
1.15	AUTHORIZATION TO SHARE	FERPA 99.30 34 CFR 303.401(a)(2) 34 CFR 303.401(c)	The parent was informed of the purpose of the release of personally identifiable information.	<p>Possible answers: Y N</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> the parent has indicated on an authorization to share form that they read and understood the Early On Family Guidebook or the signed authorization to share form describes the purpose of releasing personally identifiable information. <p>POSSIBLE SOURCES: Authorization to share form.</p>
1.16	AUTHORIZATION TO SHARE	34 CFR 303.401(a)(3) PSS 340.1930(a)(3)	The parent was informed that authorization to share personally identifiable information is voluntary.	<p>Possible answers: Y N</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> the parent has indicated on an authorization to share form that they understand consent to share personally identifiable information is voluntary and the signed authorization to share form indicates that sharing personally identifiable information is voluntary. <p>POSSIBLE SOURCES: Authorization to share form.</p>

1.17	AUTHORIZATION TO SHARE	34 CFR 303.401(a)(3) PSS 340.1930(a)(3)	The parent was informed that they may revoke their authorization to share personally identifiable information at any time without penalty.	<p>Possible answers: Y N</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> the parent has indicated on an authorization to share form that they understand that they may revoke their authorization to share personally identifiable information at any time without penalty and the signed authorization to share form indicates that authorization to share personally identifiable information may be revoked at any time without penalty . <p>POSSIBLE SOURCES: Authorization to share form.</p>
1.18	AUTHORIZATION TO SHARE	34 CFR 303.401(a)(2) 34 CFR 303.342(b)(1) PSS 340.1931(a)(3)	The parent was informed that their authorization to share personally identifiable information expires 6 months after it is signed.	<p>Possible answers: Y N</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> the authorization to share form indicates that authorization to share personally identifiable information expires 6 months after it is signed. <p>POSSIBLE SOURCES: Authorization to share form.</p>
1.19	AUTHORIZATION TO SHARE	34 CFR 303.401(c) 34 CFR 99.30(b)(1)	The parent identified what personally identifiable information may be released.	<p>Possible answers: Y N</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> the parent has identified on an authorization to share form specifically what personally identifiable information may be released and the parent's means of indicating what personally identifiable information may be released is consistent with the instructions on the form. <p>POSSIBLE SOURCES: Authorization to share form.</p>
1.20	AUTHORIZATION TO SHARE	34 CFR 303.401(a)(2) 34 CFR 99.30(b)(3)	The parent identified to whom personally identifiable information may be released.	<p>Possible answers: Y N</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> the parent has identified on an authorization to share form who may have access to which types of personally identifiable information and their means of indicating who may have access to which types of personally identifiable information is consistent with the instructions on the form. <p>POSSIBLE SOURCES: Authorization to share form.</p>
1.21	AUTHORIZATION TO SHARE	State Interagency Agreement 5.10.2	The parent was informed that release of information regarding	<p>Possible answers: Y N</p>

			<p>HIV, AIDS, & participation in federally assisted alcohol/drug abuse programs requires separate consent from their <i>Early On</i> authorization to share.</p>	<p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> ▪ <i>the authorization to share form indicates that release of information regarding HIV, AIDS and participation in federally assisted alcohol and drug programs requires separate consent.</i> <p><i>POSSIBLE SOURCES: Authorization to share form.</i></p>
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Section 2 – Evaluation & Family Interview

#	Standard Type	Citation	Standard	Documentation & Verification
2.1	EVALUATION COMPONENTS	34 CFR 303.322(c)(3)(i) Michigan State Plan (Part III, Section VI)	A review of the child's health status was done by a qualified health professional.	<p>Possible answers: Y N</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> a nurse, nurse practitioner, or physician conducted the review of the child's health status that is used as a part of the evaluation. <p>POSSIBLE SOURCES: Medical/health records, Early On medical report form, Health Status section of Initial IFSP, MET reports.</p> <p>NOTE: The review of the child's health status should be based upon a comprehensive physical examination.</p>
2.2	EVALUATION COMPONENTS	34 CFR 303.322(c)(3)(i) Michigan State Plan (Part III, Section VI)	The evaluation included a review of the child's health status.	<p>Possible answers: Y N</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> a review of the child's health status is included as a part of the evaluation and the review is based upon a comprehensive physical examination conducted within the past three months for a child under 18 months <u>or</u> within the past six months for a child over 18 months <p>POSSIBLE SOURCES: Medical/health records, Early On medical report form, Health Status section of Initial IFSP, MET reports.</p> <p>NOTE: The review of the child's health status should be based upon a comprehensive physical by a qualified health professional. A current health status appraisal need not be repeated; a review of past medical/health records will suffice, if the records being used meet the above criteria.</p>
2.3	EVALUATION COMPONENTS	34 CFR 303.323 Michigan State Plan (Part III, Section VI)	An appropriate developmental evaluation tool (or tools) was used.	<p>Possible answers: Y N</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> the developmental evaluation tool (or tools) used yields objective criteria describing the child's developmental status and the developmental evaluation tool (or tools) used yields information about developmental areas of strength and/or concern that allows possible strategies for intervention to be developed and the developmental evaluation tool (or tools) used is comprehensive. See #2 in Note that follows.

				<p><i>This standard may be marked NO if</i></p> <ul style="list-style-type: none"> the developmental evaluation tool (or tools) used was a screening instrument. <p>POSSIBLE SOURCES: Developmental evaluation materials, Initial IFSP, MET reports</p> <p>NOTE: An appropriate developmental evaluation tool is a single (or several) “standardized test” or “developmental scale” that supports the evaluators to:</p> <ol style="list-style-type: none"> engage in systematic observation of the specific behaviors and capabilities of the child, under standard test conditions develop a comprehensive picture covering all areas of the child’s development, including ALL of the following: Cognitive, Communication, Social/Emotional, Adaptive/Self-Help, and Physical (including gross and fine motor skills) document the areas of strengths and concerns which allow possible strategies for intervention to be proposed report data about the areas of developmental concern in comparison to the general population (i.e. objective criteria describing the child’s developmental status).
2.4	EVALUATION COMPONENTS	34 CFR 303.322(c)(3) Michigan State Plan (Part III, Section VI)	The developmental evaluation assessed the child’s communication, gross motor, fine motor, cognitive, social-emotional, and adaptive/self-help skills.	<p>Possible answers: Y N</p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> there is evidence that the child’s communication, gross motor, fine motor, cognitive, social-emotional, & adaptive/self-help skills were assessed as a part of the evaluation. <p>POSSIBLE SOURCES: Developmental evaluation materials, Initial IFSP, MET reports.</p>
2.5	EVALUATION COMPONENTS	34 CFR 303.322(c)(3) Michigan State Plan (Part III, Section VI)	The child’s vision & hearing were assessed.	<p>Possible answers: Y N</p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> there is evidence that the child’s vision and hearing were assessed as a part of the evaluation. <p>POSSIBLE SOURCES: Evaluation materials, Initial IFSP, MET reports.</p> <p>NOTE: Vision and hearing may be assessed during the developmental evaluation, or as a part of the review of the child’s health status.</p>
2.6	EVALUATION COMPONENTS	34 CFR 303.322(c)(3) Michigan State Plan (Part III, Section VI)	An observational assessment of the development of the child within the context of his or her caregiving environment was done.	<p>Possible answers: Y N</p> <p><i>This standard may be marked YES if</i></p>

				<ul style="list-style-type: none"> there is evidence of observation of the child's developmental capabilities and level of functioning in all areas under optional conditions (in home or with parents) and there is evidence of observation of the child's style of interaction with parent(s)/caregiver and playthings and there is evidence of observation of the unique capacities that the parent(s)/caregiver demonstrates in taking care of the child. <p><i>POSSIBLE SOURCES:</i> Evaluation materials, Evaluation section of Initial IFSP, MET reports</p>
2.7	EVALUATION COMPONENTS	34 CFR 303.322(d)(3) Michigan State Plan (Part III, Section VI)	The evaluation included parent/caregiver input.	<p><i>Possible answers:</i> Y N</p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> there is information from the parent(s)/caregiver about their perception/understanding of the child and information from the parent(s)/caregiver about the child's developmental capacities and information from the parent(s)/caregiver about the child's patterns of development and information from the parent(s)/caregiver about the child's significant developmental milestones and information from the parent(s)/caregiver about the pregnancy, birth history, and daily caregiving activities. <p><i>POSSIBLE SOURCES:</i> Evaluation materials, Initial IFSP, MET reports, medical records</p> <p><i>NOTE:</i> Information from the Family Interview may be considered as parent input as long as it meets the criteria listed above.</p>
2.8	EVALUATION COMPONENTS	34 CFR 303.17 Michigan State Plan (Part III, Section VI)	Professionals representing two or more different disciplines provided evaluation information.	<p><i>Possible answers:</i> Y N</p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> professionals representing two or more disciplines or professions identified in Michigan's State Plan contributed information for the evaluation. <p><i>POSSIBLE SOURCES:</i> Evaluation materials, Initial IFSP, MET reports</p> <p><i>NOTE:</i> A health professional contributing health status information can be considered one of the professionals/disciplines (see 2.1). Parents, although part of the evaluation team, do not represent a discipline or profession.</p>
2.9	FAMILY INTERVIEW	34 CFR 303.322(d)(1) Michigan State Plan (Part III, Section VI)	With consent, the Family Interview addressed the family's resources,	<p><i>Possible answers:</i> Y N NA</p>

			concerns, & priorities related to enhancing the family's capacity to meet the developmental needs of their child.	<p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> ▪ <i>there is documentation of family-identified resources, priorities and concerns and</i> ▪ <i>the resources, priorities and concerns identified relate to enhancing the family's capacity to support the child's growth and learning.</i> <p><i>This standard may be marked NA if</i></p> <ul style="list-style-type: none"> ▪ <i>the family did not given consent for a family interview.</i> <p><i>POSSIBLE SOURCES: Initial IFSP, family interview information.</i></p>
	ELIGIBILITY	34 CFR 303.322(b)(1) 34 CFR 303.300(c)(1) 303.322(e) Michigan State Plan (Part III, Section V)	Appropriate procedures were followed to determine the child's initial eligibility for <i>Early On</i> .	<p><i>Possible answers: Y N</i></p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> ▪ <i>the date of the developmental evaluation (or last date if more than one) was within 45 calendar days of the date of the referral and</i> ▪ <i>the developmental evaluation included all of the components described in standards 21.-2.9.</i> <p><i>If there is documentation that-</i></p> <ul style="list-style-type: none"> ▪ <i>the developmental evaluation could not be completed within 45 calendar days of the date of referral and</i> ▪ <i>the documented reason for exceeding the timeline was reasonable and</i> ▪ <i>an Interim IFSP was developed to address the family's immediate needs until the developmental evaluation can be completed</i> <p><i>-then this standard may be marked YES.</i></p> <p><i>POSSIBLE SOURCES: Developmental evaluation materials, Initial IFSP, MET reports, casenotes.</i></p> <p><i>NOTE: Being reasonable includes extending the timeline, with the family's consent, in order to meet the child/family's needs. Being reasonable also includes circumstances that are beyond the control of the service area, when the service area has made at least 2 documented attempts to complete the developmental evaluation.</i></p>
2.10	ELIGIBILITY	34 CFR 303.16(a)(1) 34 CFR 303.300(a)(2) Michigan State Plan (Part III, Section I)	There is evidence in the file that the child is eligible for <i>Early On</i> due to a Developmental Delay.	<p><i>Possible answers: Y N</i></p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> ▪ <i>a comprehensive developmental evaluation shows that the child 's development is delayed in one or more areas of development.</i> <p><i>If there is documentation that-</i></p> <ul style="list-style-type: none"> ▪ <i>the multidisciplinary assessment team, including the family, has formed the clinical opinion (based on a comprehensive developmental evaluation) that the child has a</i>

				<p><i>delay-contrary to the evaluation results- that team may determine that the child is eligible for Early On and -then this standard may be marked YES.</i></p> <p><i>POSSIBLE SOURCES: Developmental evaluation materials, Initial IFSP, MET reports</i></p> <p><i>NOTE: A child can be eligible based on a documented Developmental Delay or based on an Established Condition.</i></p>
2.11	ELIGIBILITY	34 CFR 303.16(a)(1) 34 CFR 303.300(a)(2)(b) Michigan State Plan (Part III, Section I)	There is evidence in the file that the child is eligible for <i>Early On</i> due to an Established Condition.	<p><i>Possible answers: Y N</i></p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> ▪ <i>the review of the child's health status or the developmental evaluation shows that the child has a diagnosed physical or mental condition that has a high probability of resulting in developmental delay.</i> <p><i>POSSIBLE SOURCES: Developmental evaluation materials, medical information, Initial IFSP, MET reports</i></p> <p><i>NOTE: A child can be eligible based on either a documented Developmental Delay or Established Condition, or can be eligible under both categories.</i></p>

Section 3 – Individualized Family Service Plan

#	Standard Type	Citation	Standard	Documentation & Verification
3.1	INTERIM IFSP	34 CFR 303.345(b) 34 CFR 303.322(e)(2) Michigan State Plan (Part III, Section VIII)	An interim IFSP was warranted due to exceptional circumstances or an immediate need for services.	<p>Possible answers: Y N NA</p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> ▪ there is evidence that an Interim IFSP was completed and ▪ the Interim IFSP includes documentation of the exceptional circumstances that warranted the Interim IFSP or ▪ the Interim IFSP includes documentation of the immediate need that warranted the Interim IFSP. <p><i>This standard may be marked NA if</i></p> <ul style="list-style-type: none"> ▪ there was no need for an Interim IFSP. <p>POSSIBLE SOURCES: Interim IFSP, referral form</p> <p>NOTE: Exceptional circumstances means an unusual situation for the child/family that prevents the typical IFSP process from taking place. In such unusual situations, an Interim IFSP will be written to jump-start needed services, and the typical IFSP process (completing the evaluation and then revising the Interim to an Initial IFSP) will take place as soon as the exceptional circumstances are resolved. Services begun under the Interim IFSP may continue during the evaluation and Initial IFSP development.</p> <p>‘Immediate need’ means that the child/family have an urgent need for a particular support/service that can’t wait for the typical IFSP process to take place. In such a case, an Interim IFSP will be written to jump-start services <u>concurrent</u> to the typical IFSP process (so that completing the evaluation and revising the Interim to an Initial IFSP will occur <u>while</u> the needed support/service is being provided).</p>
3.2	INTERIM IFSP	34 CFR 303.345	The Interim IFSP included the parent’s consent.	<p>Possible answers: Y N NA</p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> ▪ the parent’s written consent is present on the Interim IFSP form. <p>POSSIBLE SOURCES: Interim IFSP.</p>
3.3	INTERIM IFSP	34 CFR 303.345	The Interim IFSP included the name of the service coordinator.	<p>Possible answers: Y N NA</p> <p><i>This standard may be marked YES if</i></p>

				<ul style="list-style-type: none"> the name of the service coordinator is present on the Interim IFSP form. <p>POSSIBLE SOURCES: Interim IFSP.</p>
3.4	INTERIM IFSP	34 CFR 303.345(b)(2)	The Interim IFSP included the needed early intervention services.	<p>Possible answers: Y N NA</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> the early intervention services that address the exceptional circumstances (identified in 3.1) are present on the Interim IFSP form or the early intervention services that address the immediate need for services (identified in 3.1) are present on the Interim IFSP form. <p>POSSIBLE SOURCES: Interim IFSP.</p>
3.5	INITIAL IFSP COMPLETION	34 CFR 303.321(e)(2) 34 CFR 303.322(e)(2) 34 CFR 303.342(a)	The Initial IFSP was completed within 45 calendar days of the referral.	<p>Possible answers: Y N</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> the date of the Initial IFSP was within 45 calendar days of the date of referral. <p>If there is documentation that-</p> <ul style="list-style-type: none"> the family has chosen to extend the 45 calendar day timeline based on their (child's/family) needs and the new agreed upon timeline is documented in writing and the IFSP was completed within the agreed upon timeline <p>-then this standard may be marked YES.</p> <p>POSSIBLE SOURCES: Initial IFSP only.</p> <p>NOTE: A family can choose to extend the 45-calendar day timeline if there are circumstances, related to the child/family's needs, which warrant having a longer time period in which to complete the IFSP.</p>
3.6	INITIAL IFSP COMPLETION	34 CFR 303.322(e)	If the 45-day timeline was exceeded, the reason for exceeding the timeline was documented and reasonable.	<p>Possible answers: Y N NA</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> the reason for exceeding the 45-day timeline is documented in writing and the documented reason for exceeding the 45-day timeline is reasonable. <p>POSSIBLE SOURCES: Initial IFSP, other materials in the Early On file.</p> <p>NOTE: Being reasonable includes extending the timeline, with the family's consent, in order to meet the child/family's needs. Being reasonable also includes circumstances that are beyond the control of the service area, when the service area has made at least</p>

				<i>2 documented attempts to complete the IFSP.</i>
3.7	INITIAL IFSP CONTENT- EVALUATION	34 CFR 303.344(a) Michigan State Plan (Part III, Section VIII)	The Initial IFSP included a professional's description of the child's health status, vision, and hearing.	<p><i>Possible answers: Y N</i></p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> ▪ <i>the IFSP contains documentation of the child's health status, vision, and hearing as described by a professional.</i> <p><i>If--</i></p> <ul style="list-style-type: none"> ▪ <i>the IFSP reads "see attached"</i> ▪ <i>and documentation from a professional of the child's health status, vision, and hearing is attached to the IFSP</i> <p><i>-then this standard may be marked YES.</i></p> <p><i>POSSIBLE SOURCES: IFSP.</i></p> <p><i>NOTE: The description of the child's health status is considered valid only if provided by a qualified health professional (see 2.1).</i></p>
3.8	INITIAL IFSP CONTENT- EVALUATION	Michigan State Plan (Part III, Section VIII)	The Initial IFSP identified the professional(s) who appraised the child's health status, vision, and hearing.	<p><i>Possible answers: Y N</i></p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> ▪ <i>the IFSP contains documentation identifying a member of the multidisciplinary team who appraised the child's health status, vision, and hearing.</i> <p><i>If--</i></p> <ul style="list-style-type: none"> ▪ <i>the IFSP reads "see attached"</i> ▪ <i>and documentation identifying the professional who appraised the child's health status, vision, and hearing is attached to the IFSP</i> <p><i>-then this standard may be marked YES.</i></p> <p><i>POSSIBLE SOURCES: IFSP.</i></p> <p><i>NOTE: The professional who appraises the child's health should be a qualified health professional.</i></p>
3.9	INITIAL IFSP CONTENT- EVALUATION	Michigan State Plan (Part III, Section VIII)	The Initial IFSP identified the agency of the professional(s) who appraised the child's health status, vision, and hearing.	<p><i>Possible answers: Y N</i></p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> ▪ <i>the IFSP contains documentation identifying the agency/program affiliation or practice of the professional identified in 3.8.</i> <p><i>If--</i></p> <ul style="list-style-type: none"> ▪ <i>the IFSP reads "see attached"</i>

				<ul style="list-style-type: none"> ▪ and documentation identifying the agency/program affiliation or practice of the professional identified in 3.8 is attached to the IFSP <p>-then this standard may be marked YES.</p> <p>POSSIBLE SOURCES: IFSP.</p>
3.10	INITIAL IFSP CONTENT- EVALUATION	Michigan State Plan (Part III, Section VIII)	The Initial IFSP identified the date of the child's health status, vision, and hearing appraisals.	<p>Possible answers: Y N</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> ▪ the IFSP contains documentation identifying the date of the child's health appraisal referenced in 3.7. <p>If-</p> <ul style="list-style-type: none"> ▪ the IFSP reads "see attached" ▪ and documentation identifying the date of the child's health status, vision, and hearing appraisals referenced in 3.7 is attached to the IFSP <p>- then this standard may be marked YES.</p> <p>POSSIBLE SOURCES: IFSP.</p>
3.11	INITIAL IFSP CONTENT- EVALUATION	34 CFR 303.344(a) Michigan State Plan (Part III, Section VIII)	The Initial IFSP included objective criteria describing the child's fine motor, gross motor, cognitive, adaptive/self-help, social/emotional, and communication development.	<p>Possible answers: Y N</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> ▪ the IFSP contains objective criteria describing each area of the child's development and ▪ the objective criteria is derived from an appropriate developmental evaluation tool (see 2.3). <p>If-</p> <ul style="list-style-type: none"> ▪ the IFSP reads "see attached" ▪ and objective criteria from a professional regarding area of the child's development is attached to the IFSP <p>-then this standard may be marked YES.</p> <p>POSSIBLE SOURCES: IFSP.</p> <p>NOTE: Objective criteria means using systematic observation of the specific behaviors and capabilities of the child under standard test conditions, yielding data about the child's developmental status in comparison to the general population. Practically, objective criteria is a score or a developmental age designation derived from <u>an appropriate developmental evaluation tool</u> (see 2.3). If the tool is not appropriate, then the objective criteria does not meet the standard.</p>
3.12	INITIAL IFSP CONTENT-	Michigan State Plan	The Initial IFSP identified the	<p>Possible answers: Y N</p>

	EVALUATION	(Part III, Section VIII)	professional(s) who evaluated the child's fine motor, gross motor, cognitive, adaptive/self-help, social/emotional, and communication development.	<p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> the IFSP contains documentation identifying a member of the multidisciplinary team who conducted the developmental evaluation of each of the areas of development. <p><i>If--</i></p> <ul style="list-style-type: none"> the IFSP reads "see attached" and documentation identifying the professional(s) who appraised each of the areas of development is attached to the IFSP <p><i>--then this standard may be marked YES</i></p> <p><i>If—</i></p> <ul style="list-style-type: none"> the evaluation was not done by a multidisciplinary team, but rather by only one professional <p><i>--then this standard may still be marked YES, although the answer to 2.8 would remain NO.</i></p> <p>POSSIBLE SOURCES: IFSP.</p>
3.13	INITIAL IFSP CONTENT-EVALUATION	Michigan State Plan (Part III, Section VIII)	The Initial IFSP identified the agency of the professional(s) who evaluated the child's fine motor, gross motor, cognitive, adaptive/self-help, social/emotional, and communication development.	<p><i>Possible answers: Y N</i></p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> the IFSP contains documentation identifying the agency/program affiliation of the professional(s) identified in 3.12. <p><i>If--</i></p> <ul style="list-style-type: none"> the IFSP reads "see attached" and documentation identifying the agency/program affiliation of the professional(s) identified in 3.12 is attached to the IFSP <p><i>- then this standard may be marked YES.</i></p> <p>POSSIBLE SOURCES: IFSP.</p>
3.14	INITIAL IFSP CONTENT-EVALUATION	Michigan State Plan (Part III, Section VIII)	The Initial IFSP identified the date(s) of the child's developmental evaluation(s) for fine motor, gross motor, cognitive, adaptive/self-help, social/emotional, and communication development.	<p><i>Possible answers: Y N</i></p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> the IFSP contains documentation identifying the date(s) of the developmental evaluation(s) referenced in 3.11. <p><i>If--</i></p> <ul style="list-style-type: none"> the IFSP reads "see attached" and documentation identifying the date(s) of the developmental evaluation(s) referenced in 3.11 is attached to the IFSP

				<p>- then this standard may be marked YES.</p> <p>POSSIBLE SOURCES: IFSP.</p>
3.15	INITIAL IFSP CONTENT-FAMILY INTERVIEW	34 CFR 303.344(b) Michigan State Plan (Part III, Section VIII)	The Initial IFSP included a description of the family's resources, concerns, and priorities related to enhancing the family's capacity to meet the developmental needs of their child.	<p>Possible answers: Y N NA</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> the Initial IFSP included a description of family-identified resources, concerns, and priorities and the resources, concerns, and priorities identified relate to enhancing the family's capacity to support the child's growth and learning. <p>POSSIBLE SOURCES: Initial IFSP, family interview information</p> <p>NOTE: Resources are the people, places, relationships, supports, and services a family already has that could help their child.</p> <p>Concerns are what a family worries about regarding their child's growth and learning. Concerns are what they would like to work on with Early On to help their child and family.</p> <p>Priorities are the concerns a family chooses to focus on first.</p>
3.16	INITIAL IFSP CONTENT-FAMILY INTERVIEW	34 CFR 303.322(d)(3)	The descriptions of resources, concerns, and priorities were in the family's words (i.e. family's description).	<p>Possible answers: Y N NA</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> the description of family-identified resources, concerns, and priorities on the Initial IFSP is in the family's words. <p>POSSIBLE SOURCES: Initial IFSP, family interview information</p> <p>NOTE: Family's words means that the information provided by the family is captured in their words/terminology (verbatim), and not re-interpreted or translated into professional jargon.</p>
3.17	INITIAL IFSP CONTENT-OTHER SERVICES	34 CFR 303.344(e)(1)	The IFSP identifies appropriate medical or "other" services that the child needs.	<p>Possible answers: Y N NA</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> the IFSP identifies medical or other services that the child needs (NOT early intervention services – see 4.5, below). <p>POSSIBLE SOURCES: IFSP.</p>

				<p><i>NOTE: Other services include any services that the child/family are receiving, that are not early intervention services as listed in 4.5. Other services should be recorded on the IFSP, so that a whole picture of what is happening for the child is created.</i></p> <p><i>Listing 'other' services that are being received on the IFSP, and investigating possible services to meet the child's unique need, does not obligate the local educational agency, agency partners or the service coordinator to directly provide or fund those 'other' services.</i></p>
3.18	INITIAL IFSP PARTICIPANTS	34 CFR 303.344(g) 34 CFR 303.343(a)(1)(iv)	The IFSP included the name of the service coordinator who participated in the Initial IFSP meeting.	<p><i>Possible answers: Y N</i></p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> ▪ <i>the printed name of the service coordinator is present on the Initial IFSP form or</i> ▪ <i>the service coordinator signed the initial IFSP form.</i> <p><i>POSSIBLE SOURCES: Initial IFSP.</i></p>
3.19	INITIAL IFSP PARTICIPANTS	34 CFR 303.343(a)(1)(i)	The parent participated in the Initial IFSP meeting.	<p><i>Possible answers: Y N</i></p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> ▪ <i>the parent signed the initial IFSP form.</i> <p><i>POSSIBLE SOURCES: Initial IFSP.</i></p> <p><i>NOTE: The parent must participate in the IFSP meeting.</i></p>
3.20	INITIAL IFSP PARTICIPANTS	34 CFR 303.343(a)(1)(v)	A professional directly involved in the evaluation/assessment of the child participated in the Initial IFSP meeting.	<p><i>Possible answers: Y N</i></p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> ▪ <i>A professional directly involved in the evaluation/assessment signed the IFSP form.</i> <p><i>If there is documentation that-</i></p> <ul style="list-style-type: none"> ▪ <i>a professional who was directly involved in the evaluation/assessment participated in the Initial IFSP meeting through some means other than attending the IFSP meeting -then this standard may be marked YES.</i> <p><i>POSSIBLE SOURCES: Initial IFSP.</i></p> <p><i>NOTE: A professional directly involved in the evaluation/assessment means a professional who was identified on the IFSP form as contributing to the evaluation - see 3.8 and 3.12.</i></p>

				Participation through some means other than being present at the IFSP meeting includes: participating via a telephone conference call, having a knowledgeable authorized representative attend the meeting in their place, making pertinent evaluation records available at the meeting.
3.21	INITIAL IFSP CONSENT	34 CFR 303.342(e)	The parent indicated that the content of the IFSP was explained to them.	<p>Possible answers: Y N</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> the parent has indicated on the Initial IFSP form that the content of the IFSP was explained to them and the IFSP form is signed by the parent. <p>POSSIBLE SOURCES: Initial IFSP.</p>
3.22	INITIAL IFSP CONSENT	34 CFR 303.342(e)	The early intervention services the parent agreed to were specifically identified.	<p>Possible answers: Y N NA</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> the early intervention services (to address outcomes) are clearly identified on the IFSP and the parent has specifically identified which early intervention services (to address outcomes) they are agreeing to and the IFSP form is signed by the parent. <p>This standard may be marked NA if</p> <ul style="list-style-type: none"> there are no early intervention services included on the IFSP. <p>POSSIBLE SOURCES: Initial IFSP.</p> <p>NOTE: The parent may choose to agree to some early intervention services (outcomes) but not others, so it is important that they specify on the IFSP exactly which early intervention services they are agreeing to.</p>
3.23	INITIAL IFSP CONSENT	34 CFR 303.342(e) 34 CFR 303.404(a) 34 CFR 303.404 (Note 1) PSS 340.1931(a)(1) FERPA 99.30(c)	<u>Written</u> consent to the IFSP was obtained and dated.	<p>Possible answers: Y N</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> the parent has signed the IFSP form and the Initial IFSP form is dated. <p>POSSIBLE SOURCES: Initial IFSP.</p>

Section 4 – IFSP Outcomes

#	Standard Type	Citation	Standard	Documentation & Verification
4.1	IFSP OUTCOME DEVELOPMENT	34 CFR 303.344(c)	This IFSP outcome included criteria used to determine progress and make changes.	<p>Possible answers: Y N</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> the outcome includes criteria, i.e. a benchmark or point of reference against which progress toward the outcome can be measured <p>POSSIBLE SOURCES: IFSP.</p>
4.2	IFSP OUTCOME DEVELOPMENT	34 CFR 303.344(c)	This IFSP outcome included procedures to determine progress and make changes.	<p>Possible answers: Y N</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> the outcome includes procedures, i.e. a behavior or procedure that will be used to measure attainment of the criteria in 4.1. <p>POSSIBLE SOURCES: IFSP.</p>
4.3	IFSP OUTCOME DEVELOPMENT	34 CFR 303.344(c)	This IFSP outcome included timelines to determine progress and make changes.	<p>Possible answers: Y N</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> the outcome includes timelines, i.e. a time frame for the criteria to be met, and the time frame for the procedures to be applied to measure progress toward the outcome. <p>POSSIBLE SOURCES: IFSP.</p>
4.4	IFSP OUTCOME DEVELOPMENT	34 CFR 303.344(c)	This IFSP outcome included strategies/methods for working on this outcome.	<p>Possible answers: Y N</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> the outcome includes more detailed information about strategies/actions that will be used to work toward the identified outcome. <p>POSSIBLE SOURCES: IFSP.</p> <p>NOTE: Strategies/methods might include the therapeutic model e.g. direct or consultative and/or the therapeutic intervention approach e.g. establishing a skill; modify activity; modify environment, alter behavior; or alter environment.</p>

4.5	IFSP OUTCOME— EARLY INTERVENTION SERVICES	34 CFR 303.344(d)(1) Michigan State Plan (Part II, Section I)	This IFSP outcome identified the early intervention service(s) that are needed to attain this outcome.	<p>Possible answers: Y N NA</p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> the outcome identifies early intervention service(s) that are needed to help meet the identified outcome. <p><i>This standard may be marked NA if</i></p> <ul style="list-style-type: none"> the outcome does not include any early intervention services (i.e. the strategy/method in 4.4 is something other than an early intervention service). <p>POSSIBLE SOURCES: IFSP.</p> <p>NOTE: Early intervention services include:</p> <ul style="list-style-type: none"> assistive technology audiology family training (counseling & home visits) health service medical services (for diagnostic or evaluation purposes) nursing services nutrition services occupational therapy physical therapy psychological services service coordination social work services special instruction speech-language pathology transportation vision services
4.6	IFSP OUTCOME— EARLY INTERVENTION SERVICES	34 CFR 303.344(d)(1)	This IFSP outcome/early intervention service meets a <u>unique need</u> of the child and/or family as identified during the evaluation/family interview process.	<p>Possible answers: Y N</p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> the outcome/early intervention service addresses one of the findings of the evaluation and/or the family interview (IF consent was given for a family interview). <p>POSSIBLE SOURCES: IFSP, Evaluation materials.</p>
4.7	IFSP OUTCOME— EARLY INTERVENTION SERVICES	34 CFR 303.344(d)(2)(i)	This IFSP outcome included a description of the number of days or session's service will be provided.	<p>Possible answers: Y N NA</p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> the outcome identifies an early intervention service that will help to meet the

				<p><i>identified outcome and</i></p> <ul style="list-style-type: none"> ▪ <i>the frequency of service, i.e. specific number of days or sessions this service will be provided is written on the IFSP.</i> <p><i>This standard may be marked NA if</i></p> <ul style="list-style-type: none"> ▪ <i>the outcome does not include any early intervention services (i.e. the strategy/method in 4.4 is something other than an early intervention service).</i> <p><i>POSSIBLE SOURCES: IFSP.</i></p>
4.8	IFSP OUTCOME— EARLY INTERVENTION SERVICES	34 CFR 303.344(d)(2)(i)	This IFSP outcome included the length of time per session.	<p><i>Possible answers: Y N NA</i></p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> ▪ <i>the outcome identifies an early intervention service that will help to meet the identified outcome and</i> ▪ <i>the intensity of service, i.e. length of time per day/session this service will be provided is written on the IFSP.</i> <p><i>This standard may be marked NA if</i></p> <ul style="list-style-type: none"> ▪ <i>the outcome does not include any early intervention services (i.e. the strategy/method in 4.4 is something other than an early intervention service).</i> <p><i>POSSIBLE SOURCES: IFSP.</i></p>
4.9	IFSP OUTCOME— EARLY INTERVENTION SERVICES	34 CFR 303.344(d)(2)(i)	This IFSP outcome identified if the service will be delivered on an individual or group basis.	<p><i>Possible answers: Y N NA</i></p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> ▪ <i>the outcome identifies an early intervention service that will help to meet the identified outcome and</i> ▪ <i>the method of service, i.e. the group or individual basis through which this service will be provided is written on the IFSP.</i> <p><i>This standard may be marked NA if</i></p> <ul style="list-style-type: none"> ▪ <i>the outcome does not include any early intervention services (i.e. the strategy/method in 4.4 is something other than an early intervention service).</i> <p><i>POSSIBLE SOURCES: IFSP.</i></p> <p><i>NOTE: services provided in the home are considered to be on an individual basis.</i></p>

4.10	IFSP OUTCOME— EARLY INTERVENTION SERVICES	34 CFR 303.167(c) 34 CFR 303.344(d)(1)(ii- iii)	This IFSP outcome identified where the service will be provided.	<p>Possible answers: Y N NA</p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> the outcome identifies an early intervention service that will help to meet the identified outcome and the location of service, i.e. where the service will be provided is written on the IFSP. <p><i>This standard may be marked NA if</i></p> <ul style="list-style-type: none"> the outcome does not include any early intervention services (i.e. the strategy/method in 4.4 is something other than an early intervention service). <p>POSSIBLE SOURCES: IFSP.</p>
4.11	IFSP OUTCOME— EARLY INTERVENTION SERVICES	34 CFR 303.344(d)(1)(iv)	This IFSP outcome included payment arrangements.	<p>Possible answers: Y N NA</p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> the outcome identifies an early intervention service that will help to meet the identified outcome and the payment arrangement, i.e. who will fund the service is written on the IFSP. <p><i>This standard may be marked NA if</i></p> <ul style="list-style-type: none"> the outcome does not include any early intervention services (i.e. the strategy/method in 4.4 is something other than an early intervention service). <p>POSSIBLE SOURCES: IFSP.</p>
4.12	IFSP OUTCOME— EARLY INTERVENTION SERVICES	34 CFR 303.344(f)	This IFSP outcome included the initiation date for service.	<p>Possible answers: Y N NA</p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> the outcome identifies an early intervention service that will help to meet the identified outcome and the initiation date, i.e. the date the service will begin is written on the IFSP. <p><i>This standard may be marked NA if</i></p> <ul style="list-style-type: none"> the outcome does not include any early intervention services (i.e. the strategy/method in 4.4 is something other than an early intervention service). <p>POSSIBLE SOURCES: IFSP.</p>
4.13	IFSP OUTCOME—	34 CFR 303.344(f)	This IFSP outcome included the	Possible answers: Y N NA

	EARLY INTERVENTION SERVICES		length of time service will be provided (end date).	<p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> ▪ the outcome identifies an early intervention service that will help to meet the identified outcome and ▪ the end date, i.e. the date the service will finish is written on the IFSP. <p><i>This standard may be marked NA if</i></p> <ul style="list-style-type: none"> ▪ the outcome does not include any early intervention services (i.e. the strategy/method in 4.4 is something other than an early intervention service). <p>POSSIBLE SOURCES: IFSP.</p>
4.14	IFSP OUTCOME—NATURAL ENVIRONMENTS	34 CFR 303.167(c) 34 CFR 303.344(d)(1)(ii-iii) OSEP letter M. Elder (July 17, 1998) OSEP letter to J. Heskitt (May 26, 1999) OSEP letter to E. Yarnell (October 19, 1999)	The early intervention services utilized to address this outcome are provided in the child's natural environment.	<p>Possible answers: Y N NA</p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> ▪ the outcome identifies an early intervention service that will help to meet the identified outcome and ▪ the setting/location for the early intervention service is natural or normal for the child's age peers who have no disability. <p><i>This standard should be marked NO if</i></p> <ul style="list-style-type: none"> ▪ the setting/location for the early intervention service is solely for children with disabilities. <p><i>This standard may be marked NA if</i></p> <ul style="list-style-type: none"> ▪ the outcome does not include any early intervention services (i.e. the strategy/method in 4.4 is something other than an early intervention service) or ▪ the outcome is directed toward enhancing the family's capacity to meet the developmental needs of the child (not toward enhancing the development of the child). <p>POSSIBLE SOURCES: IFSP.</p> <p><i>NOTE: Natural or normal for the child's age peers means that the service is provided in a place/location where the child's same-age peers would typically participate.</i></p> <p><i>Early intervention services directed toward enhancing the family's capacity to meet the developmental needs of the child might include parent support, training, or counseling for the parent.</i></p>
4.15	IFSP OUTCOME—NATURAL ENVIRONMENTS	34 CFR 303.344(d)(1)(ii) OSEP letter M. Elder	If the early intervention services utilized to address this outcome are	Possible answers: Y N NA

		<p>(July 17, 1998) OSEP letter to J. Heskitt (May 26, 1999) OSEP letter to E. Yarnell (October 19, 1999)</p>	<p>NOT provided in the child's natural environment, a justification of the extent to which the services will not utilize/be provided in a natural environment is included on the IFSP.</p>	<p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> ▪ <i>there is a written justification on the IFSP of the extent to which the early intervention services for this outcome will not be provided in a natural environment and</i> ▪ <i>the justification relates to the child's individual needs.</i> <p><i>This standard may be marked NA if</i></p> <ul style="list-style-type: none"> ▪ <i>the outcome does not include any early intervention services (i.e. the strategy/method in 4.4 is something other than an early intervention service) or</i> ▪ <i>the outcome is directed toward enhancing the family's capacity to meet the developmental needs of the child (not toward enhancing the development of the child) or</i> ▪ <i>the services are provided in the natural environment (i.e. a review was not needed).</i> <p><i>POSSIBLE SOURCES: IFSP.</i></p> <p><i>NOTE: There must be a written justification for each early intervention service that is not provided in the child's natural environment.</i></p>
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Section 5 – IFSP Review

#	Standard Type	Citation	Standard	Documentation & Verification
5.1	REVIEW & TIMELINES	34 CFR 303.342(b)(1)	The IFSP review was conducted within six months of the previous IFSP or previous review.	<p>Possible answers: Y N</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> there is evidence that this review was conducted within 6 months of the previous IFSP or previous review. <p>POSSIBLE SOURCES: IFSP, IFSP Review forms.</p>
5.2	PROGRESS	34 CFR 303.342(b)(1)(i)	Progress toward outcomes was assessed.	<p>Possible answers: Y N</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> there is documentation that progress toward each written outcome was specifically assessed. <p>POSSIBLE SOURCES: IFSP, IFSP Review forms, Evaluation materials (updates)</p> <p>NOTE: Current outcomes are those listed on the most recent IFSP, or any new or revised outcomes from the previous review. Assessed means that the progress toward the outcomes was specifically addressed – the outcomes were reviewed and any information about progress was noted. Information might include data from ongoing assessment, or anecdotal information from parents/providers that help to measure the child/family's progress toward the outcomes.</p>
5.3	PROGRESS	34 CFR 303.342(b)(1)(i)	The child (family) made progress toward the outcomes.	<p>Possible answers: Y N</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> the documentation from 5.2 (above) shows the child (family) has made progress toward the current outcomes. <p>POSSIBLE SOURCES: IFSP, IFSP Review forms, Evaluation materials (updates)</p> <p>NOTE: Current outcomes are those listed on the most recent IFSP, or any new or revised outcomes from the previous review. Progress means that the child/family has made documented improvement/advancement toward achieving the outcome.</p>
5.4	NEW EVALS	PSS 340.1931(a)(1) 34 CFR 303.342(e)	The parent gave written consent if a new evaluation was done.	<p>Possible answers: Y N NA</p> <p>This standard may be marked YES if</p>

				<ul style="list-style-type: none"> ▪ a consent form for any new evaluation is present in the file and ▪ the form is signed & dated by the parent and ▪ the parent has indicated on the consent to evaluate form that they are <u>either</u> agreeing to or refusing to give consent for a new evaluation. <p><i>This standard may be marked NA if</i></p> <ul style="list-style-type: none"> ▪ no new evaluation was done. <p><i>POSSIBLE SOURCES:</i> Consent to evaluate form.</p> <p><i>NOTE:</i> Consent to an evaluation is only required when there is a new evaluation done. A new consent form is not necessary for ongoing assessment, in which the information from the previous assessment is added to and updated based on what is seen during visits, etc.</p>
5.5	NEW EVALS	34 CFR 303.342(c)	New evaluation results were used to revise the IFSP.	<p><i>Possible answers:</i> Y N NA</p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> ▪ there is documentation indicating that results from any new evaluations were used to revise any parts of the outcomes (including services, or details about the services). <p><i>This standard may be marked NA if</i></p> <ul style="list-style-type: none"> ▪ no new evaluation was done. <p><i>POSSIBLE SOURCES:</i> IFSP, IFSP Review forms, Evaluation materials (updates)</p> <p><i>NOTE:</i> any new evaluation results should be used to update the IFSP/Outcomes so that they are up-to-date and addressing the child's current needs.</p>
	REVISIONS TO IFSP	34 CFR 303.342(b)(1)(i) 34 CFR 303.344(d)(1)(i) 34 CFR 303.344(d)(2)(i)	Discontinuation of early intervention services is based on the needs of the child/family to achieve the outcomes identified on the IFSP.	<p><i>Possible answers:</i> Y N</p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> ▪ there is documentation that the services are discontinued based upon the child and/or family needs related to the outcomes on the IFSP and ▪ is measured based on the criteria identified in the IFSP outcome and ▪ is not due to transition at age 3. <p><i>POSSIBLE SOURCES:</i> IFSP, IFSP Review forms, Evaluation materials (updates)</p> <p><i>NOTE:</i> Discontinuation means the end date for services listed in the IFSP and/or</p>

				<i>modification/revision of outcomes that results in termination of services. Discontinuation of services is to be based upon the criteria listed above, and NOT based upon the school calendar.</i>
see 4.1-4.16	REVISIONS TO IFSP	NOTE: REFER TO 4.1-4.16 FOR STANDARDS THAT APPLY TO OUTCOMES. THIS INCLUDES: <ul style="list-style-type: none"> OUTCOMES THAT ARE REVISED AS A RESULT OF A REVIEW NEW OUTCOMES THAT ARE DEVELOPED AS A RESULT OF A REVIEW AND/OR NEW EVALUATION. 		
see 3.18-3.20	REVIEW PARTICIPANTS	NOTE: REFER TO 3.18-3.20 FOR STANDARDS THAT APPLY TO PARTICIPANTS AT A REVIEW WHEN THE REVIEW INCLUDES: <ul style="list-style-type: none"> OUTCOMES THAT ARE REVISED AS A RESULT OF A REVIEW NEW OUTCOMES THAT ARE DEVELOPED AS A RESULT OF A REVIEW AND/OR NEW EVALUATION. 		
see 3.21-3.23	CONSENT TO REVISIONS	NOTE: REFER TO 3.20-3.23 FOR STANDARDS THAT APPLY TO CONSENT FOR A PLAN WHEN THE PLAN INCLUDES: <ul style="list-style-type: none"> OUTCOMES THAT ARE REVISED AS A RESULT OF A REVIEW NEW OUTCOMES THAT ARE DEVELOPED AS A RESULT OF A REVIEW AND/OR NEW EVALUATION. 		
5.6	AUTH. TO SHARE	PSS 340.1931(a)(3)	There is a current Authorization to Share Confidential Information form at the time of the review.	<p><i>Possible answers: Y N</i></p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> <i>an authorization to share personally identifiable information form is present in the file and</i> <i>the form is signed and dated by the parent</i> <i>the form is current (has not expired) and</i> <i>the parent has indicated on the authorization to share form that they are <u>either</u> agreeing to or refusing to give consent to share personally identifiable information.</i> <p><i>POSSIBLE SOURCES: an authorization to share personally identifiable information form only</i></p> <p><i>NOTE: The Authorization to Share Confidential Information form must be renewed every six months. Each local area should follow the directions on the form they have adopted for renewing authorization, or, if no specific instructions are given, a new consent form should be signed and dated.</i></p> <p><i>IFSP reviews may take place more often than every 6 months, but the timelines for reviews and renewal of the Authorization to Share form frequently coincide, thus the review is a good time to check the form, and update authorization.</i></p>

Section 6 – Transition Planning

#	Standard Type	Citation	Standard	Documentation & Verification
NOTE: TRANSITION STANDARDS DIFFER SOMEWHAT DEPENDING ON SPECIAL EDUCATION ELIGIBILITY STATUS AT TIME OF TRANSITION: <ul style="list-style-type: none"> • <i>EARLY ON</i> STANDARDS 6.1-6.16 APPLY TO CHILDREN WHO ARE NOT SPECIAL EDUCATION ELIGIBLE AT TIME OF TRANSITION • SPECIAL EDUCATION STANDARDS #901-912 APPLY TO CHILDREN WHO ARE OR MAY BE ELIGIBLE FOR SPECIAL EDUCATION AT TIME OF TRANSITION. 				
6.1	TRANSITION CONFERENCE	34 CFR 303.148(b)(2)(ii) Michigan State Plan (Part II, Section VII, Part III, Section VIII)	The family consented to a conference to develop a transition plan for their child.	Possible answers: Y N This standard may be marked YES if <ul style="list-style-type: none"> ▪ the conference is listed as a strategy/method on an IFSP and/or transition planning forms and ▪ the IFSP and/or transition planning forms are signed by the parent(s). If there is documentation that- <ul style="list-style-type: none"> ▪ the parents gave consent for the conference in another way -then this standard may also be marked YES. POSSIBLE SOURCES: Transition IFSP.
6.2	TRANSITION CONFERENCE	34 CFR 303.148(b)(2)(i) 34 CFR 300.132(b) Michigan State Plan (Part II, Section VII, Part III, Section VIII)	The transition conference took place at least 90 days before the child's third birthday.	Possible answers: Y N This standard may be marked YES if <ul style="list-style-type: none"> ▪ the date on the transition plan is at least 90 calendar days prior to the child's 3rd birthday. If there is documentation that- <ul style="list-style-type: none"> ▪ the Initial IFSP was held during the 90 days prior to the child's third birthday and ▪ and the Initial IFSP includes transition plans -then this standard may also be marked YES. POSSIBLE SOURCES: Transition IFSP.
6.3	TRANSITION CONFERENCE	34 CFR 303.148(b)(2)(ii) Michigan State Plan (Part II, Section VII, Part III, Section VIII)	The family participated in the transition conference.	Possible answers: Y N NA This standard may be marked YES if <ul style="list-style-type: none"> ▪ an IFSP or transition plan is created during the conference and ▪ the transition plan is signed by the parent(s).

				<i>POSSIBLE SOURCES: Transition IFSP.</i>
6.4	TRANSITION CONFERENCE	34 CFR 303.148(b)(2)(ii) Michigan State Plan (Part II, Section VII, Part III, Section VIII)	The lead agency participated in the transition conference.	<p><i>Possible answers: Y N NA</i></p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> ▪ <i>an IFSP or transition plan is created during the conference and</i> ▪ <i>the transition plan is signed by a lead agency representative.</i> <p><i>POSSIBLE SOURCES: Transition IFSP.</i></p>
6.5	TRANSITION CONFERENCE	34 CFR 303.148(b)(2)(ii) Michigan State Plan (Part II, Section VII, Part III, Section VIII)	The Service Coordinator participated in the transition conference.	<p><i>Possible answers: Y N NA</i></p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> ▪ <i>an IFSP or transition plan is created during the conference and</i> ▪ <i>the transition plan is signed by the Service Coordinator.</i> <p><i>POSSIBLE SOURCES: Transition IFSP.</i></p>
6.6	TRANSITION CONFERENCE	34 CFR 303.148(b)(3) Michigan State Plan (Part II, Section VII, Part III, Section VIII)	The transition conference included a review of the child's program options for the period from the child's 3 rd birthday through the remainder of the school year.	<p><i>Possible answers: Y N NA</i></p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> ▪ <i>an IFSP or transition plan has been created and</i> ▪ <i>the IFSP or transition plan includes a written review of a minimum of two program options for the period from the child's 3rd birthday through the remainder of the school year.</i> <p><i>POSSIBLE SOURCES: Transition IFSP, records from transition conference.</i></p>
6.7	TRANSITION CONFERENCE	34 CFR 303.148(b)(2) Michigan State Plan (Part II, Section VII, Part III, Section VIII)	The transition conference included a review of possible service/program options for the child.	<p><i>Possible answers: Y N NA</i></p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> ▪ <i>an IFSP or transition plan has been created and</i> ▪ <i>the IFSP or transition plan includes a written review of a minimum of two service/program options for the child after Early On ends (after the end of the school year).</i> <p><i>POSSIBLE SOURCES: Transition IFSP, records from transition conference.</i></p>
6.8	TRANSITION PLAN	34 CFR 303.148(a)	There was a written description of	<i>Possible answers: Y N</i>

		34 CFR 303.344(h)(2)(i) Michigan State Plan (Part II, Section VII, Part III, Section VIII)	how the family will be included in the transition plans.	<p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> ▪ <i>there is written documentation of how the family will be included in the transition plans</i> <p><i>POSSIBLE SOURCES: Transition IFSP.</i></p>
6.9	TRANSITION PLAN	34 CFR 303.344(h)(2)(ii) Michigan State Plan (Part II, Section VII, Part III, Section VIII)	There was a written plan to prepare the child for changes related to transition.	<p><i>Possible answers: Y N</i></p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> ▪ <i>an IFSP or transition plan has been created and</i> ▪ <i>the IFSP or transition plan includes strategies/methods to prepare the child to adjust to and function in a new setting.</i> <p><i>POSSIBLE SOURCES: Transition IFSP, records from transition conference.</i></p>
6.10	TRANSITION PLAN	PSS 340.1931(a)(3) PSS 340.1931(b) 34 CFR 303.401(c) 34 CFR 303.404 (Note 1) FERPA 99.30(c) Michigan State Plan (Part II, Section VII, Part III, Section VIII)	Parental consent was obtained prior to forwarding information to appropriate providers.	<p><i>Possible answers: Y N NA</i></p> <p><i>This standard may be marked YES if</i></p> <ul style="list-style-type: none"> ▪ <i>The written transition plan/IFSP included sending information to appropriate providers and</i> ▪ <i>the parent has identified on an authorization to share form specifically which personally identifiable information may be released and</i> ▪ <i>the parent has identified on an authorization to share form which information may be released to the appropriate providers and</i> ▪ <i>the means of indicating what personally identifiable information may be released and to whom is consistent with the instructions on the form and</i> ▪ <i>the parent has signed the authorization to share form and</i> ▪ <i>there is documentation that information was shared <u>after</u> the date on the authorization to share form.</i> <p><i>This standard may be marked NA if</i></p> <ul style="list-style-type: none"> ▪ <i>The parent chose not to share information with appropriate providers.</i> <p><i>POSSIBLE SOURCES: an authorization to share form, Transition IFSP</i></p>
6.11	TRANSITION PLAN	PSS 340.1914(c)	The written plan includes provisions and conditions for the disposition of Part C record.	<p><i>Possible answers: Y N</i></p> <p><i>This standard may be marked YES if</i></p>

				<ul style="list-style-type: none"> ▪ an IFSP or transition plan has been created and ▪ the IFSP or transition plan includes provisions and conditions for the disposition of the Part C record. <p>POSSIBLE SOURCES: Transition IFSP, records from transition conference.</p>
6.12	CONSENT TOPLAN	34 CFR 303.342(e)	The parent indicated that the content of the written transition plan was explained to them.	<p>Possible answers: Y N</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> ▪ the parent has indicated on the IFSP or transition planning forms that the content was explained to them and ▪ the Transition IFSP is signed. <p>POSSIBLE SOURCES: Transition IFSP.</p>
6.13	CONSENT TOPLAN	34 CFR 303.342(e)	The services on the written transition plan that the parent agreed to were specifically identified.	<p>Possible answers: Y N</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> ▪ the services related to transition are clearly identified on the IFSP or transition planning forms and ▪ the parent has specifically identified which services related to transition they are agreeing to and ▪ the Transition IFSP is signed. <p>POSSIBLE SOURCES: Transition IFSP.</p> <p>NOTE: the parent may choose to agree to some services (outcomes) but not others, so it is important that they specify on the IFSP or transition planning forms exactly which services they are agreeing to.</p>
6.14	CONSENT TOPLAN	34 CFR 303.342(e) 34 CFR 303.404(Note 1) PSS 340.1931(a)(1) FERPA 99.30(c)	<u>Written</u> consent to the transition plan was obtained and dated.	<p>Possible answers: Y N</p> <p>This standard may be marked YES if</p> <ul style="list-style-type: none"> ▪ the Transition IFSP is signed and dated by the parent. <p>POSSIBLE SOURCES: Transition IFSP.</p>
THE FOLLOWING SPECIAL EDUCATION STANDARDS APPLY ONLY TO CHILDREN WHO ARE OR MAY BE ELIGIBLE FOR SPECIAL EDUCATION AT TIME OF TRANSITION.				
SpEd	INDIVIDUALIZED	34 CFR 303.344(h)(2)(i)	Evidence that there is a description	Documentation in the Individualized Family Service Plan (IFSP) that there is a

901	FAMILY SERVICE PLAN	34 CFR 303.148(a)	of how the families will be included in the transition plans.	<p><i>description of how the family will be included in the transition plan.</i></p> <p><i>If there is a parent signature on the IFSP that addresses how the family will be included in the child's transition from Part C to Part B, this standard is "In compliance."</i></p> <p><i>The IFSP which addresses transition is not considered a periodic review of the IFSP. Therefore, the parent must be a participant per 34 CFR §303.343(a)(1)(i).</i></p> <p><i>The two required parent contacts for the IEP do not meet the requirements for this standard.</i></p> <p><i>If the provider documents that:</i></p> <ul style="list-style-type: none"> <i>- there were attempts [at least two (2)] to ensure parental attendance at the IFSP transition meeting (e.g. written notice or documented phone call),</i> <i>- the parent did not attend, or</i> <i>- the transition IFSP was not completed, then this standard must be marked "Not applicable" with the notation: "the parents were appropriately invited and did not attend the transition IFSP."</i> <p><i>If the transition IFSP is implemented without the parental signature, then it is not a legal IFSP and all standards related to the IFSP transition process are "Out of compliance."</i></p> <p><i>If the student is eligible for Part B (and has a current IEP/IFSP) programs/services, and if there is evidence of the documented contacts, Part B may be implemented without the parental signature(s).</i></p> <p><u><i>Additional Information:</i></u> <i>The IFSP must specify:</i> <i>(a) what services are to be provided,</i> <i>(b) actions that are to be taken by the service coordinator in initiating those services, and</i> <i>(c) what actions will be taken by the parent.</i> <i>[Note: 4 to Part 34 CFR §303.344 of IDEA]</i></p>
SpEd 902	INDIVIDUALIZED FAMILY SERVICE PLAN	34 CFR 303.148(b)(1)	Evidence that there was notification by the local lead agency to the local educational agency that the child will reach the age of eligibility for preschool services (under Part B).	<p><i>There must be written documentation from the local lead agency to the local educational agency (LEA) that the child will reach the age of eligibility for preschool services.</i></p> <p><i>The state educational agency, under Early On/Part C, holds the Intermediate School District (ISD) responsible for the notification.</i></p> <p><i>This standard may be considered "In compliance" if (but is not limited to) there is</i></p>

				<p>documentation such as:</p> <ul style="list-style-type: none"> - a letter of conveyance that includes a list of eligible students to the LEA, dated prior to the transition IFSP, and/or a transition IFSP signature with a local education agency representative, - an invitation to the LEA to attend the transition IFSP.
SpEd 903	INDIVIDUALIZED FAMILY SERVICE PLAN	34 CFR 303.148(b)(2)(i)	Evidence that there is approval of the family of the child who is or may be eligible for preschool services under Part B, to convene a conference.	<p>There must be documentation that the parent consented to the convening of a conference.</p> <p>The consent must be obtained prior to the meeting.</p> <p>This standard may be considered “In compliance” if (but is not limited to) there is verification of:</p> <ul style="list-style-type: none"> - a reference to the requirements of this standard in a previous IFSP, - a written authorization signed by the parent (not applicable if it is the first IFSP/IEP meeting, may not proceed without parent’s presence). <p>Note: If the meeting is the child’s first IFSP/IEP and also the transition IFSP, a parent signature must be verified for this standard to be “In compliance.”</p>
SpEd 904	INDIVIDUALIZED FAMILY SERVICE PLAN	34 CFR 303.148(b)(2)(i)	Evidence that there was a conference convened among the: <ul style="list-style-type: none"> a) local lead agency, b) local education agency, and c) the family of the child eligible for preschool services under Part B. 	Evidence of signatures on the transition IFSP of representatives from the local lead agency, the local education agency, and the parent(s).
SpEd 905	INDIVIDUALIZED FAMILY SERVICE PLAN	34 CFR 303.148(b)(2)(i) 34 CFR 300.132(b)	Evidence that the conference referenced in Standard #904 was held at least ninety (90) calendar days, but not prior to six (6) months before the child was eligible for the preschool services under Part B.	<p>Verify by the date of the transition IFSP and the birth date of the child.</p> <p>Note that “Days” are defined as “Calendar days.” 34 CFR §303.9</p> <p>(This standard is “Not applicable” if the initial IFSP/IEP meeting is held less than 90 days prior to the child’s third birthday.)</p>
SpEd 906	INDIVIDUALIZED FAMILY SERVICE PLAN	34 CFR 303.148(b)(2)(i)	Evidence that there was a review of the service/program options that the child, eligible for Part B, may receive.	<p>Verify that service/program options are documented on the transition IFSP.</p> <p>Document that a minimum of two options are considered.</p>
SpEd 907	INDIVIDUALIZED FAMILY SERVICE PLAN	34 CFR 303.344(h)(2)(i)	Evidence that there was a discussion with the parents regarding future placements and other matters related to the child’s	<p>There must be documentation that each of the elements referenced below were discussed at the transition IFSP.</p> <p>(a) Any services that may be provided,</p>

			transition.	<p>(b) The actions that are to be taken by the service coordinator in initiating those services, and</p> <p>(c) What actions will be taken by the parents.</p> <p>(Note: 4 Regulations to Part 34 CFR 303.344 of IDEA.)</p>
SpEd 908	INDIVIDUALIZED FAMILY SERVICE PLAN	34 CFR 303.344(h)(2)(i)	Evidence that there was training for the parents regarding future placements and other matters related to the child's transition.	<p>Documentation that parent training occurred as specified by the transition IFSP.</p> <p>This standard may be considered "In compliance" if (but not limited to) there is documentation such as:</p> <ul style="list-style-type: none"> - agenda/announcement of parent training which must include the signature of the service provider/other specified individual and the date conveyed to the parent, - provider service logs of individualized parent training(s).
SpEd 909	INDIVIDUALIZED FAMILY SERVICE PLAN	34 CFR 303.344(h)(2)(ii)	Evidence that there was a plan to prepare the child for changes in service delivery that included steps to help the child adjust to, and function in, a new setting.	<p>The transition IFSP specifies the steps to help the child adjust to, and function in, a new setting.</p>
SpEd 910	INDIVIDUALIZED FAMILY SERVICE PLAN	34 CFR 303.344(h)(2)(iii)	Evidence that there was parental consent prior to forwarding information to the local educational agency.	<p>There must be documentation that the LEA has been included in the "Authorization to Release Information" form and verify that there was a parent signature.</p> <p>The authorization must not exceed a six (6) month time period.</p> <p>If there are documented attempts to obtain parental authorization without success and if the records are not sent, then the standard is specified as "Not applicable."</p> <p>If the records are sent without parental authorization, this standard is "Out of compliance."</p> <p>If the parent refused consent, this standard is "Not applicable."</p>
SpEd 911	INDIVIDUALIZED FAMILY SERVICE PLAN	34 CFR 303.148(2)(i)	Evidence that the evaluation/assessment information (required in 34 CFR §303.322) and copies of the IFSP (developed and implemented in accordance with 34 CFR §303.340 through 34 CFR §303.346) were transmitted to the local educational agency.	<p>Documentation that the evaluation/assessment information and copies of the IFSP were sent to the local educational agency.</p> <p>There must, at a minimum, be documentation of a dated transmittal form or letter.</p> <p>If there are documented attempts to obtain parental authorization without success, and if the records are not sent, then the standard is specified as "Not applicable."</p> <p>If the records are sent without parental authorization, this standard is "Out of compliance."</p> <p>If the parent refused consent, this standard is "Not applicable."</p>

SpEd 912	INDIVIDUALIZED FAMILY SERVICE PLAN	34 CFR 303.148(b)(3)	Evidence that the child's program options for the period from the child's third birthday through the remainder of the school year were considered.	<i>Verify that considered service/program options are documented on the transition IFSP.</i> <i>Document that two or more options were considered</i>
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